



### **City of Georgetown**

THE CITY OF GEORGETOWN IS CURRENTLY ACCEPTING APPLICATIONS FOR LEGAL/HR ASSISTANT: APPLICATIONS CAN BE OBTAINED ONLINE AT [GEORGETOWNKY.GOV](http://GEORGETOWNKY.GOV) OR AT 100 COURT STREET GEORGETOWN, KY 40324. APPLICATIONS WILL BE ACCEPTED UNTIL APRIL 12, 2013, CLOSE OF BUSINESS..

#### **LEGAL/HR ASSISTANT**

EQUAL OPPORTUNITY EMPLOYER

DRUG FREE WORKPLACE

AFFIRMATIVE ACTION PROGRAM M/F/D/V

#### **GENERAL DUTIES AND RESPONSIBILITIES:**

Essential: : Screens visitors and phone calls for City Attorney and Director of Human Resources. Schedules appointments, court dates, meetings, travel arrangements, etc. for City Attorney and Director of Human Resources. Types communications, legal documents, ordinances, municipal orders, etc. Maintains complex filing system, determining appropriate file designation and ensuring that proper distribution of notices, memorandums, directives and related material is made. Prepares reports and assists with collection of supporting documentation for preparation of court cases. Makes requests for additional information required for ordinances and municipal orders from appropriate department directors. Assists City Attorney and Human Resources Director in accomplishing other duties, as assigned.

#### **MINIMUM QUALIFICATIONS/REQUIREMENTS:**

Training and/or Experience: Knowledge: : High school diploma with additional formal training preferred, and at least two years of related experience. Associate Degree highly desirable.

**Knowledge:** Knowledge of modern office procedures, practices, systems and equipment. Knowledge of business English, spelling and arithmetic. Knowledge of computer functions, methods, organization and operating procedure.

**Abilities:** Ability to gather information and to convey concise, accurate explanations of ordinances, policies, procedures and requirements. Ability to take and transcribe dictation accurately and efficiently. Ability to type. Ability to review forms, reports and other documents, insuring accuracy and completeness. Ability to establish and maintain effective working relationships with other employees, officers and the general public. Ability to maintain accurate filing system. Ability to maintain confidentiality of information.